

**County of Loudoun
Division of Procurement
Sole Source Request and Justification Form**

Purpose

This form must accompany requisitions for the sole source procurement of equipment, software, construction, supplies, or services when the purchase will exceed \$50,000. The purpose of this sole source justification is to show that a competitive procurement is not possible because only one product or service can meet the specific need. It is not to be used to circumvent normal purchasing procedure, nor for a price-based justification (your justification cannot be that it is the best price around.) Approval of this request will be at the discretion of the Assistant Purchasing Agent, who may conduct additional research.

Statement

I am aware that Commonwealth of Virginia and County procurement regulations require procurements to be done competitively whenever possible. I am requesting a sole source procurement based on the following criteria. The following statements are complete and accurate, based on my professional judgement and investigations. I also certify that no personal advantage, gain or privilege has (or will) accrue to my immediate family or myself through the purchase from this vendor, nor is a family member employed by or is an officer of this vendor.

Department Head printed name: Major Don Park

Department Head's signature:

MAJ. Don A. Park Date: 4-18-2008

Contact Name Sgt. James A. Koontz
Phone: 703-777-0177

Requested Vendor: Foster and Freeman

Approved

Donald K. Cogg 5/9/08

Briefly describe the product/service requested, its function and what it will be used for:

The DSC-4 is a high resolution digital imaging system that is all inclusive for enhancing digital images of latent prints left on numerous types of surfaces. It is created for law enforcement by law enforcement in England by a latent examiner with a computer background. It is a "turnkey" system that links to AFIS.

Please select the category or categories) that best describe your sole source requirement. Answer all of the questions pertaining to that category, attach additional pages as needed. Complete only those categories that are applicable.

A. Compatibility with existing equipment, methodology, or training:

1. With what other material or equipment must this requirement be compatible?

None, it is an all-inclusive unit.

2. What is the approximate dollar value of the existing material or equipment?

We do not have anything like this.

3. What are the unique properties that make this the only product compatible with the existing material or equipment?

N/A

4. Provide any other supporting information, if applicable.

B. Only known manufacturer of this product:

1. What investigation has been done to support this claim (i.e., trade shows, Internet searches, professional journals, colleagues, etc.)? Please list sources.

There are computer software systems that can do some of the enhancements, but very time consuming because they are manually operated. Much of this system is automated preprogrammed with all inclusive equipment and attachments, most of which we do not have.

2. What other manufacturers did you solicit information from? Please list their names and summarize your findings.

Motorola and Photoshop. They are manual systems with little or no equipment and accessories.

3. Does this manufacturer sell directly or through distributors? *Note: If the manufacturer has more than one distributor, a proprietary product may exist and Purchasing may seek competition from these distributors.*

Directly, there are no distributors.

C. Only product that will meet the requirements of the intended use although other like items exist:

1. What other manufacturers did you evaluate? Please identify the manufacturer and the product deficiencies that lead to their disqualification. Attach all vendor quotations to this form.

There are no other systems like this.

2. If this product is superior to all others, state the reasons why. (Give specific characteristics, capabilities, and properties.)

It is a turnkey system that is automated to specific needs, tools, light sources, software and tracking system needed for courtroom testimony. It utilizes camera equipment and lenses more sensitive than our current models.

3. Provide other supporting research to document the need for only this specific manufacturer, if applicable.
Attached

D. Regional Support or Service of Needed Equipment:

1. Is this the only known vendor to support and/or service this type of product in this region?

Yes, the only vendor in the United States.

2. If yes, give support of your need for immediate service as the primary requirement for vendor selection when buying new equipment. *(Note: This alone will not qualify as sole source if there are other manufacturers that sell and service similar products within this region. Additional support would be required above.)*

Although this company is based in England, the U.S. office is based in Sterling, VA.

E. Service Providers:

1. Is this the only known vendor that provides maintenance or repair services for existing equipment?

Yes

2. If another type of service is needed, explain why no other vendor is acceptable.

Software restrictions.

F. What are the consequences of not securing this specific item or service?

The inability to capture hard to lift or examine prints left on mixed backgrounds. It will allow us to enhance any latent with a computerized trail as to how the print was enhanced without compromising the integrity of the print itself.

G. Provide any additional information not furnished above that supports your specific requirements necessitating a sole source purchase:

This equipment was manufactured by a forensic latent examiner with a computer background, in England. It is a computer based preprogrammed machine that allows user friendly steps that do not require excessive amounts of time to enhance. It is used by the U. S. Postal Inspection Service Lab located in Loudoun County, the Secret Service as well as other large department laboratories in the United States.